

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	NE-3-04
		募集締切日： Closing Date	29 Oct 03
		発行日： Date of Issue	16 Oct 03
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>1</u>) Sales Checker #241 (セールスチェッカー) <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment <div style="text-align: center; font-size: 1.5em;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Navy Exchange, Yokosuka Services Operations Department, Auto Services Center, Service Counter 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent	
3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days: 5 days / week 勤務時間・休憩 Work Hours/Recess Period: 0600-2000 (8 hours/a day)/1 hour recess <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Operates a cash register in accordance with established cash control procedures and is responsible for own cash fund. Completes daily cash reports and ensures proper balance. Checks purchases of customers for price, indicates the section from which purchased, totals purchases on register, receives cash/check from customer and makes change. Receives a cash fund for the register and turns in an equal amount plus all monies received during the day. Totals sales on tape and checks against cash on hand. Performs duties in connection with the operation of a gasoline station; dispenses gasoline and services motor vehicle, work involves standing, walking and lifting heavy cans and drums of petroleum products. The work includes possible danger of fire and explosion from flammable petroleum products. Completes daily cash reports and ensures proper balance. Performs other related duties as assigned.			
7.資格要件／身体条件 Qualification/Physical Requirements a. 1 year of general work experience OR completion of 2 years junior college/2-years of technical school or 4-year degree in any field. b. Knowledge of customer service concepts and practices. c. Ability to communicate orally and in writing. d. Ability to operate a cash register, count cash and accurately make change. e. Ability to prepare and maintain detailed records such as sales records, etc. f. Ability to lift and carry cans and drums (up to 20kgs). g. Ability to speak, read and write English at elementary proficiency level. (LAD-1) Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil *上記は英語で記入 *Complete in English <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12x23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		Works irregular schedule. 不規則勤務有り
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
・ 担当部署／担当者名 POC Navy Exchange, Yokosuka ネビーエクスチェンジ ヨコスカ 046-822-7526 or ☎046-821-1911 (Ext/内線 243-5149)	〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8152	PD No.: NEX-SEC-004 PD is accurate and current. Certified by Activity: at HRO at 10/14so10/14 ey

募要項を満たしていない場合、選考の対象になりません 勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。
 Incomplete applications will not be processed. 提出された応募書類はお返ししません。 Submitted applications will not be returned